

FREQUENTLY ASKED QUESTIONS FOR RADIATION

1. **I have sold my equipment/practice what do I need to do?**

Change of location/removal or sell of X-ray units

Complete DRC 6 form with new physical location of the X-Ray unit along with a cover letter explaining the situation. Include whether the previously registered x-ray units were merely moved to the new location or if they were sold to another doctor. If sold, please supply name and address of the new owner.

Go to the DEQ website to obtain a DRC 6 form:

<http://www.deq.louisiana.gov/portal/tabid/240/Default.aspx>

2. **My equipment is no longer in use/it is in storage; do I still owe the invoice?**

3. **Doctor is deceased, what do I do with the equipment? Do I still owe the invoice?**

Yes, the annual fee for X-ray equipment is still owed as long as the unit(s) remains operable and has not been sold. (See requirements for disposal below)

Requirements for disposal of x-ray equipment

A written explanation as to whether the tube head has been removed by a licensed X-ray supplier and if the assembler disposed of the unit. If unit is operable and has been placed in storage, but the tube head has not been removed, the machine is still registered; the applicant must pay the annual fee.

Chapter II of LAC 33: XV requires the registration of radiation machines. **Registration for serviceable X-ray equipment in storage must also be maintained, even though not in use.** The following is required regarding an X-ray unit considered "in storage" and deemed inoperable':

For the purpose of registration and fees, this section considers an X-ray unit to be inoperable only if the machine's X-ray tube (insert) has been removed in such a manner that it would require the services of an X-ray serviceman to make it operable. **With the X-ray tube in place, the unit is considered to be operable.**

For clarification, if a machine is "in storage" it must be registered and charged a registration fee. However, an "inoperable" machine need not be registered or assessed a fee."

The above guidelines were set, based on policies originated by the federal government; therefore, as long as you possess the X-ray unit, and it is operable, an annual maintenance fee will be assessed each year. If we receive certification from you that the machines is rendered inoperable as stated above, then the registration certificate may be voided for that machines, and the fee waived.

Please indicate to the Radiation Licensing Section the disposition of your X-ray equipment, and indicate the Model Number and Serial Number of the unit in question.

If possession of the X-ray equipment has changed, please supply us with the name and address of the person or company to whom possession was transferred.

4. **Can I pay by credit card?**

Yes, LDEQ does accept credit cards and other electronic forms of payment.

- a. Credit Cards – Go to <http://www.deq.louisiana.gov/epay>, and enter your payment information. The system accepts payment from American Express, Discover, and Master Card. When paying by credit card, a 2.25% service charge will be added to the total payment. This service charge is a fee charged by the vendor providing this service.
 - i. Partial Payment of Invoices cannot be made using this method of payment.
 - ii. Applicable Late Fees will be automatically assessed using this method of payment.

- b. E-Check – Go to <http://www.deq.louisiana.gov/epay>, and enter your payment information. There is a \$1.95 service charge added to the total payment. This service charge is a fee charged by the vendor providing this service.
 - i. Partial Payment of Invoices cannot be made using this method of payment.
 - ii. Applicable Late Fees will be automatically assessed using this method of payment.
- c. Electronic Funds Transfer (EFT) – please contact Monette Cleveland of this department at (225)219-3863.

5. I just paid a bill, why am I getting another one?

- a. If the unit is new the **first invoice was the application fee.** There is a one-time application fee with the installation of each new x-ray machine.
- b. **The second invoice is an annual fee.**
An annual fee is assessed at the beginning of the fiscal year which starts July 1st each year and ends June 30th the following year.